Shopping Cart: Ordering

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Overview

From the Shopping Cart: Click Order to order all of the items in your cart.

Note: In this screen shot, on the three items with **Yes** in the **Orderable** column will be included in the order. Other items remain in the cart.

You will see a message in the top right corner of the browser window to inform you of this:

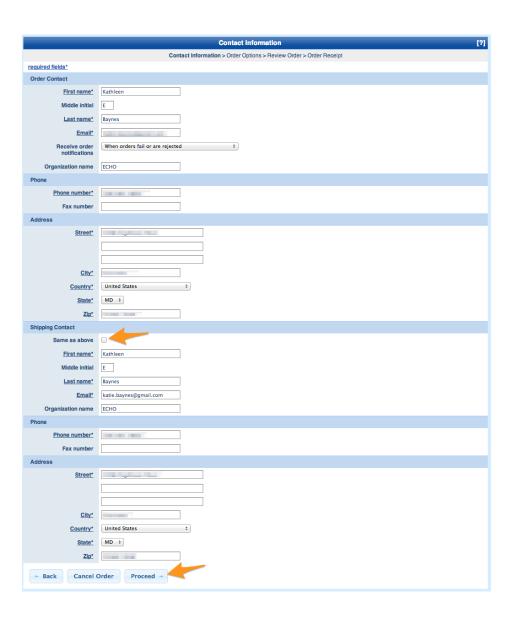
3 order items were added to the order x out of a total 5 selected. 2 items were not orderable.



Step 1: Contact Information

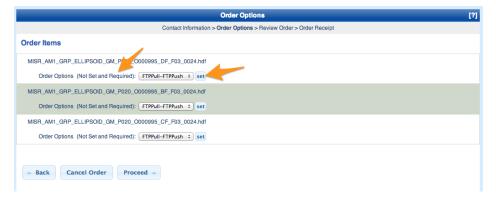
As a guest, you will need to complete the following **Contact Information Form**. As a registered user, your information will be automatically populated. The order form requests that the user enters the general usage based on the type of domain, order contact information, the type of order notification the user would like to receive and the shipping contact. By default, the shipping address is assumed to be the same as any URS related address. After completing the form, click **Proceed**.

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Step 2: Order Options

The data provider distributing the data you are interested in may require that you enter specific order information. Click the **Set** button to apply the order options.



After clicking **Set**, the item's order options should appear. The order option is configured by the data provider and the name of the order option is displayed. You can also choose to use these options for all applicable items on the order. This box is checked by default. If more than one product is available, then a drop down box will be shown. Based on the sample below, the order option is **Media Options**. Select the **Media Type**, then click the **Save** button.



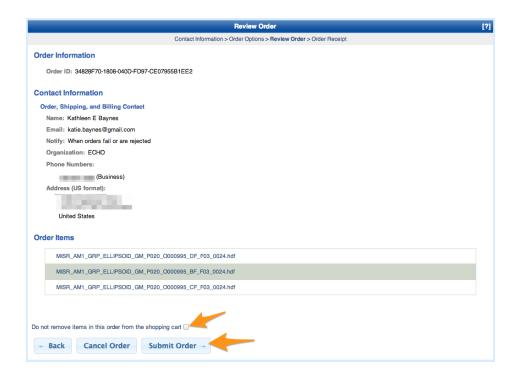
Once order options have been set, you will see the Order Options screen reflect this. You can now continue by clicking **Proceed**.



Step 3: Review Order

The review order screen will contain the information entered in Step 1 along with the Order ID. Ensure that the **User Information**, **Contact Information** and the **Order Items** are correct.

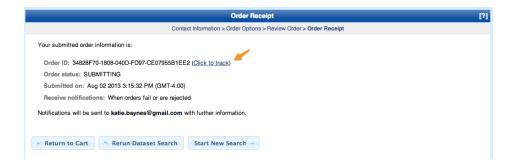
You can also choose to leave these items in the cart in case you wish to perform other actions on them. After reviewing, click **Submit Order**.



Step 4: Order Receipt

After submitting your order an **Order Receipt** page should appear. Your order has now been placed with the appropriate data centers. You will also receive an email confirming the receipt of your order from the Reverb system.

Note: You can track your order by clicking the link **Click to track** next the **Order ID**. Also, make a note of your **Order ID**, you will need this to check the status of your order.



Checking Order Status

Registered users can check the status of all submitted & not submitted orders. After placing an order you can view the status of the order by clicking **Order Status**.

Note: A user must be signed in to view recent order.



The following screen should appear, containing the user's recent orders. The user can click the Order ID to view the order details. Order IDs that are disable have not been submitted and can be edited for submission.

